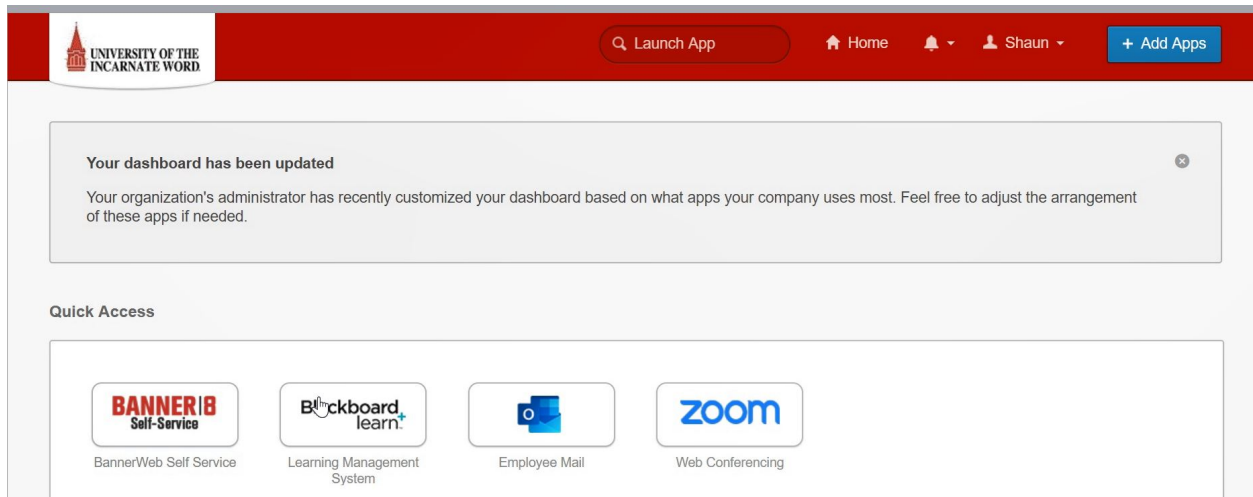
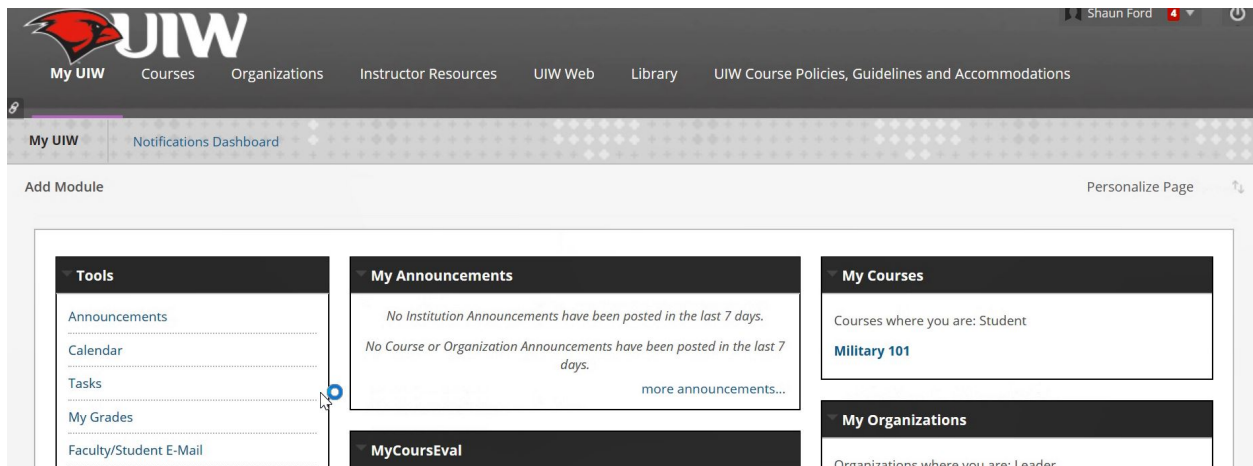


# Self-Enrolling in our SPS Student Tutoring Organization

**Step 1:** To access the organization site, you will first log on to the Cardinal Apps Portal (both Cardinal Apps and Blackboard are optimized for use in Google Chrome or Mozilla Firefox) and click on the **Blackboard learn** button as seen here. Although this appears as a **Quick Access** Menu for me, it may appear in the group below if you have only rarely accessed Blackboard before.



**Step 2:** Blackboard will open in another tab. Click on the **Organizations** tab on the horizontal menu.



**Step 3:** Click into the **Organization Search** box and type “SPS Student Tutoring.” Then click **Go**.

Organization Search

Student Tutoring

SPS Student Tutoring

Off-Campus Community

BannerWeb  
Student Info & Online Registration

KAPLAN  
Your one-stop destination for test prep, admissions and success in school and

My Organizations

Organizations where you are: Leader

**EAP New Undergraduate Student Orientation**  
Leader: Dione Bedell; Shirley Caldera; Shaun Ford; Mayra Levy; Jessica Wilson;

Organizations where you are: Participant

**EAP Associate Knowledgebase**

**UIW Chief Financial Officer Search**

**UIW Provost Search**

**UIW Title IX Training**

Institution Discussion Boards

Technical Support Services  
This forum is run by the TSS Help Desk Coordinator. Students, please ask your questions about laptop computers here, and one of the Help Desk support persons will answer your questions.

SYSTEM

Public Discussion Boards  
General discussion topics available to everyone enrolled in a Blackboard course at UIW. Current forums include Blackboard, Current Events & Ideas for other topics.

ADCaP Textbooks For Sale/Wanted

**Step 4:** Scroll down on the search results screen and click the “SPSStudentTutoring” result link, as seen below.

--unspecified category-- Go

Browse Terms  
Select a term to see only organizations belonging to that term

--unspecified term-- Go

ORGANIZATION ID	ORGANIZATION NAME	LEADER	DESCRIPTION
SPSStudentTutoring	SPS Student Tutoring	Katryn Sandler, Ruth Dalrymple, Vincent Porter, Dione Bedell	

Displaying 1 to 1 of 1 items Show All Edit Paging...

**Step 5:** Click the **Enroll** button next to the green plus sign.

SPS Student Tutoring SPSStudentTutoring Home Page

Home Page

SPS Student Tutoring (SPSStudentTutoring) Home Page

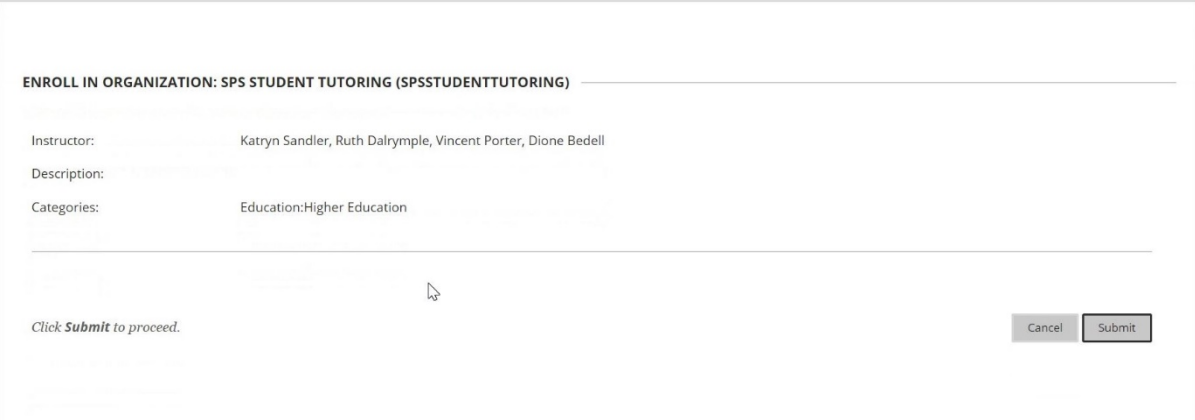
**Enroll**

My Announcements  
No Course or Organization Announcements have been posted in the last 7 days.  
more announcements...

My Tasks

To Do  
Edit Notification Settings  
What's Past Due  
All Items (0)  
What's Due

**Step 6: Click Submit.**



**ENROLL IN ORGANIZATION: SPS STUDENT TUTORING (SPSSTUDENTTUTORING)**

Instructor: Katryn Sandler, Ruth Dalrymple, Vincent Porter, Dione Bedell

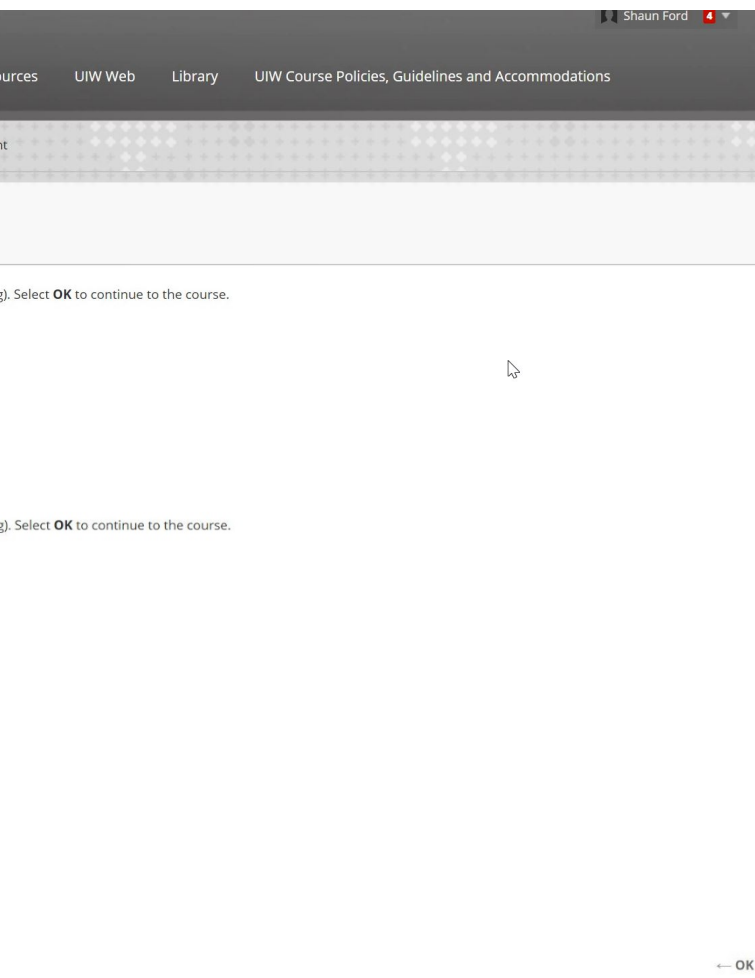
Description:

Categories: Education:Higher Education

Click **Submit** to proceed.

Cancel Submit

**Step 7: Scroll down and click Ok at the bottom of the screen.**



Shaun Ford

My UIW Courses **Organizations** Instructor Resources UIW Web Library UIW Course Policies, Guidelines and Accommodations

SPS Student Tutoring SPSStudentTutoring Self Enrollment

Self Enrollment

**Success:** sbford enrolled in SPS Student Tutoring (SPSStudentTutoring). Select **OK** to continue to the course.  
Monday, March 16, 2020 9:17:55 AM CDT

**Success:** sbford enrolled in SPS Student Tutoring (SPSStudentTutoring). Select **OK** to continue to the course.  
Monday, March 16, 2020 9:17:55 AM CDT

← OK

The organization will now open, and you may communicate freely with the tutors.

For more information on getting started with Blackboard, please view our Blackboard Cardinal Quick Start on Youtube accessible via the following link:  
<https://www.youtube.com/watch?v=NxnDoobmJzk>.